



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PAYROLL AND PENSIONS MANAGER

JOB DESCRIPTION

JOB PURPOSE

To create outstanding organisations that promote educational excellence, character development and service to communities.

JOB SUMMARY

1. Lead on payroll and pensions for the Trust and to provide advice and support to all staff within the Trust.
2. Managing and coaching three Payroll and Pensions Officers.
3. Provide professional and administrative support for the delivery of payroll and pensions across the Trust and ensure all external and internal reporting deadlines are met. The Trust is a member of the Teachers' Pension Scheme (TP) and 4 Local Government Pension Schemes (LGPS). Each scheme requires specific monthly and annual submissions.
4. Manage, develop and document the Trust's payroll processes.
5. Lead on all external reporting in relation to payroll and pensions.
6. Be the key point of contact for all school HR and Finance representatives and central staff with regards to payroll, pensions and related administration and provide information, advice and guidance on complex payroll and pension issues.
7. Actively ensure implementation of the Trust's pay policy.
8. Lead on future school onboarding/conversions into our payroll and pension schemes.
9. Become the subject expert and lead on all education sector specific pension and payroll administration matters such as shared parental leave and term-time pay equalisation calculations.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Management Responsibilities

- 1.1 Develop a wide knowledge of terms and conditions of the Trust Payroll process to ensure that questions can be answered efficiently and consistently. Take into account specific terms and conditions in place for certain establishments and groups of employees.
- 1.2 Keep up to date with changes in legislation and employment law affecting the payroll and HR services.
- 1.3 Arrange and attend any relevant training to reach required level of performance and practice, e.g. TP/LGPS seminars or refresher sessions/HMRC refresher courses if applicable.
- 1.4 Provide data and information for financial audit purposes when required.

- 1.5 Provide guidance to management on employer responsibilities in relation to pension scheme governance and compliance.
- 1.6 Manage and support the Payroll and Pensions Officers.

2. Central Office Payroll

- 2.1 Oversee the Central Office payroll and keep up to date on staff changes.
- 2.2 Oversee payroll adjustments each month including new starters, leavers, mileage, expenses and pension opt out forms before the due date.
- 2.3 Review the preliminary report and ensure all payroll adjustments submitted have been actioned.
- 2.4 Work with employees who have payroll queries to ensure they are resolved in a timely manner.
- 2.5 Prepare the final payroll report into a spreadsheet template ready to be uploaded onto the finance system, PS Financials both at Trust and Establishment level reports.
- 2.6 Calculate and process all pay adjustments due to re-grading of post, change of hours, backpay, pay awards, real living wage adoption etc.
- 2.7 Arrange for deductions from wages/salaries for voluntary deductions.
- 2.8 Process settlement payments within the agreed payment terms.
- 2.9 Arrange for all leavers to be processed on the payroll system. Complete any additional documentation e.g. P45, pensions form etc.
- 2.10 Process sickness returns and extract information to be entered onto sickness records and calculate and control any statutory/occupational sick pay to be paid or state benefit to be deducted.
- 2.11 Calculate and control any statutory/occupational payments, for example maternity, shared parental leave, adoption and paternity pay.
- 2.12 Ensure that all calculations and input documents are completed accurately and input in accordance with agreed payroll deadline.
- 2.13 Be the key point of contact for all payroll system (iTrent) related queries.

3. Support for Schools

- 3.1 Provide advice and guidance to Finance and HR colleagues in schools and Trust employees on the full range of payroll services, legislation and terms and conditions relating to specific employee contracts.
- 3.2 Liaise with the Trust Financial Accountant and School HR representatives to ensure accuracy of monthly salaries.
- 3.3 Inform schools of changes in relevant pay scales including nationally or locally agreed inflationary rises, removal of scale points and changes in salary banding structures.
- 3.4 Obtain sufficient knowledge to be able to be a point of reference and knowledge for all schools on payroll-related issues. This will include familiarisation with the Green Book, Burgundy Book and the Teachers' Pay and Conditions document.
- 3.5 Develop skills and knowledge to be able to train and assist site staff with pay calculations and queries where necessary.

4. Pensions Administration and Management

- 4.1 Manage and administer employee information within all schemes and co-ordinate provision of clean data to relevant third parties.
- 4.2 Ensure pension joiner/leaver applications are processed in a timely manner for all Stakeholder arrangements
- 4.3 Update, maintain and forward all information and records regarding teachers' pensions and local government pension schemes to the relevant provider in a timely fashion.
- 4.4 Lead on the completion of monthly and annual reporting duties. e.g. EOYC, MCR.
- 4.5 Manage pensions auto-enrolment and LGPS Assumed Pensionable Pay calculations.
- 4.6 Assist with delivering pension guidance training to new and existing schools
- 4.7 Assist with the set-up of new schools and academies into LGPS and TPS.
- 4.8 Keep abreast of developments in pension regulations and processes by reviewing monthly newsletters/emails from pension funds.
- 4.9 Escalate issues, ensuring errors are remedied and preventative action is taken so they do not reoccur.
- 4.10 Support with the monthly opt out audit process.
- 4.11 Be the first point of contact for staff with any queries about their pension by explaining pension terms in layman's terms and referring any higher-level questions to the appropriate person.

5. Other Responsibilities

- 5.1 Prepare and submit P11D and PAYE Settlement agreements.
- 5.2 Be the key point of contact for all payroll and pensions matters for third parties such as HMRC, TP, LGPS and ONS.
- 5.3 Prepare other returns such as gender pay gap analysis.
- 5.4 Prepare monthly payroll and pensions reports for the Finance Team.
- 5.5 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.6 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.7 Contribute to the wider life of the Trust and the Tauheedul community.
- 5.8 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract.'



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification or equivalent.	D	✓	
2.	A recognised payroll qualification (e.g. CIPP).	E	✓	✓
3.	Evidence of continuous professional development.	E	✓	✓
EXPERIENCE				
4.	Dealing with end-to-end payroll and have a good pensions knowledge.	E	✓	✓
5.	Experience in finance, HR or payroll.	E	✓	✓
6.	Experience of dealing with Teachers' Pensions'.	D	✓	✓
7.	Experience of dealing with Local Government Pension Schemes.	D	✓	✓
8.	Experience of line management of payroll team.	E	✓	✓
9.	Conversant with the current regulations and proposed changes to both pension schemes.	D	✓	✓
10.	Experience of payroll within the education sector.	D	✓	✓
11.	Experience of dealing with multiple payroll providers.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Ability to prioritise conflicting demands & thrive under pressure.	E	✓	✓
13.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid and financially sound solutions.	E	✓	✓
14.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
15.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	Ability to use payroll information systems; and be able to transfer the experience of using one system to another similar system.	E	✓	✓
17.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
18.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
19.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational developments.	E	✓	✓
20.	Ability to prioritise conflicting demands & thrive under pressure.	E	✓	✓
21.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid and financially sound solutions.	E	✓	✓
22.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
PERSONAL QUALITIES				
23.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E		✓
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
29.	Commitment to support Tauheedul Education Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
30.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓